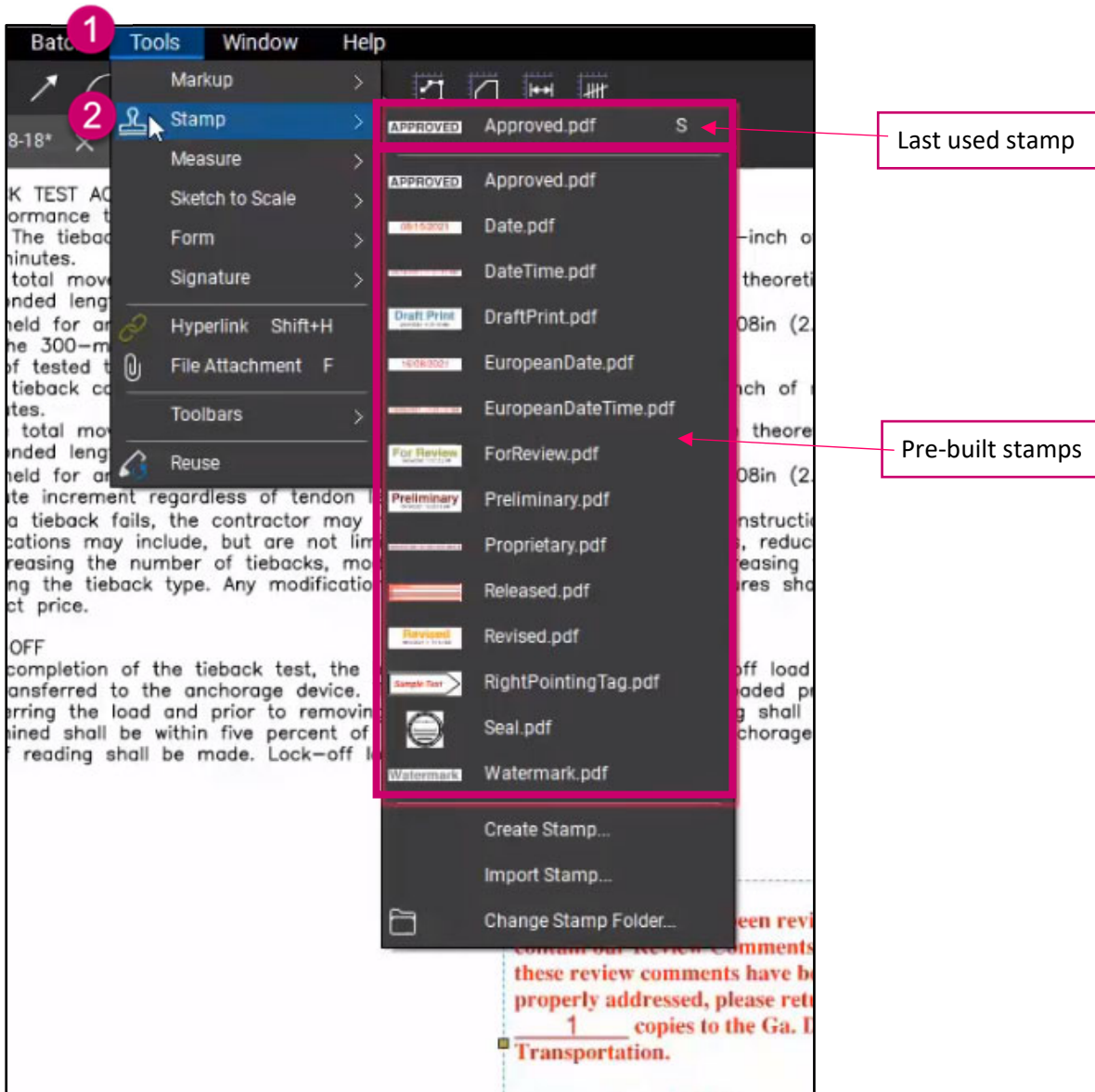


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Stamp Tool: Prebuilt Stamps

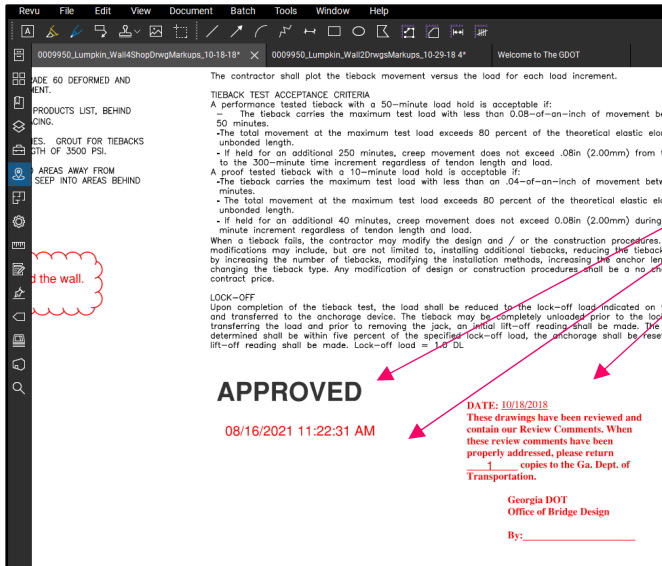
Stamps are applied to a document to add initials, dates, signatures, and other details to a document. The stamp tool is found by navigating to Tools → Stamp:



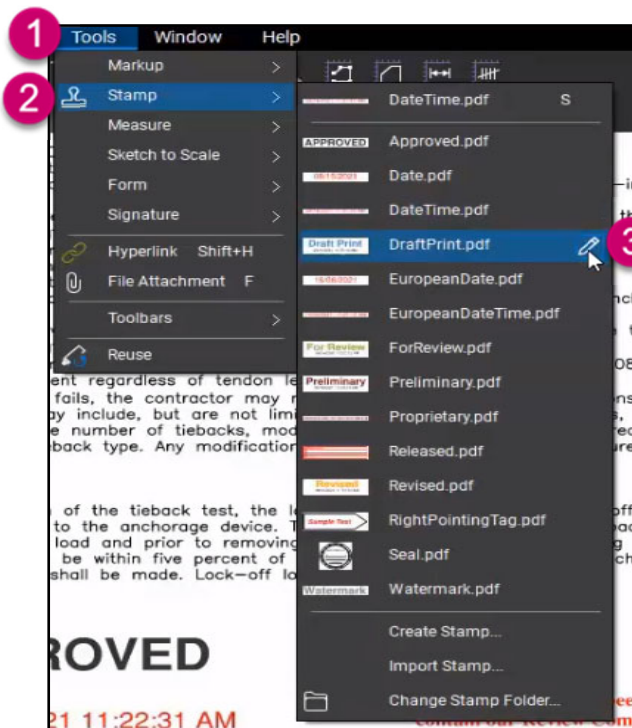
A list of pre-built stamps is provided including an approved, date & time, and revised stamp. The top stamp is the most recently used.

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A Stamp is applied to a document by first selecting an appropriate stamp, then clicking and dragging an area on the document where you wish to apply it. For example, the below image contains three stamps: Approved, date & time, and a custom stamp:

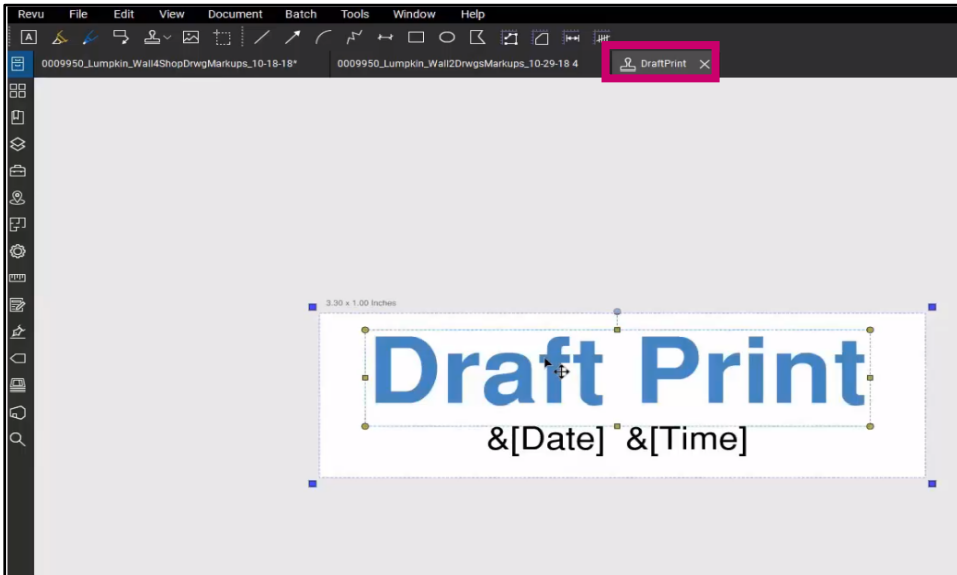


To change the stamp size, simply re-adjust the yellow vertices that appear when you select it. The stamps can also be edited by navigating back to Tools → Stamp and selecting the edit icon located to the right of the stamp name:

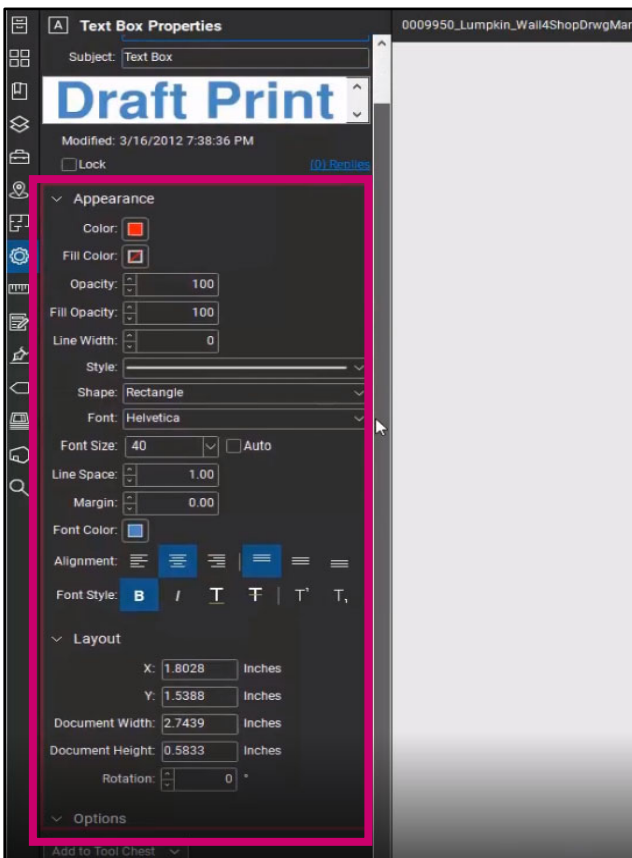


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After selecting edit, the stamp will open in a separate tab in the interface:



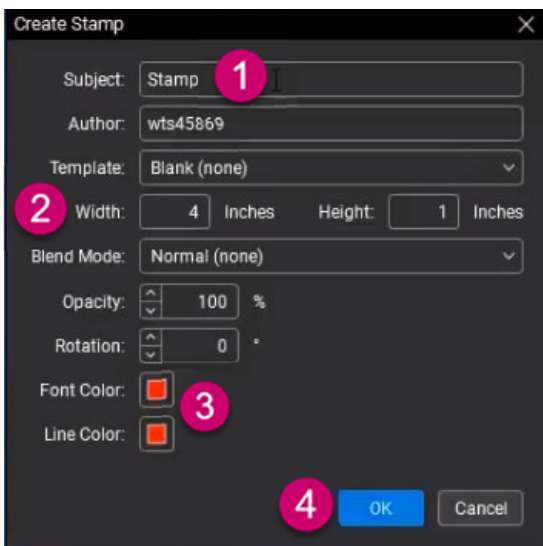
The style and appearance of the stamp can be edited in this tab by navigating to the Properties icon:



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Stamp Tool: Custom Stamps

While the pre-built stamps can be edited, custom stamps can also be created by navigating to Tools → Stamp → Create Stamp where the following “Create Stamp” action box will appear:

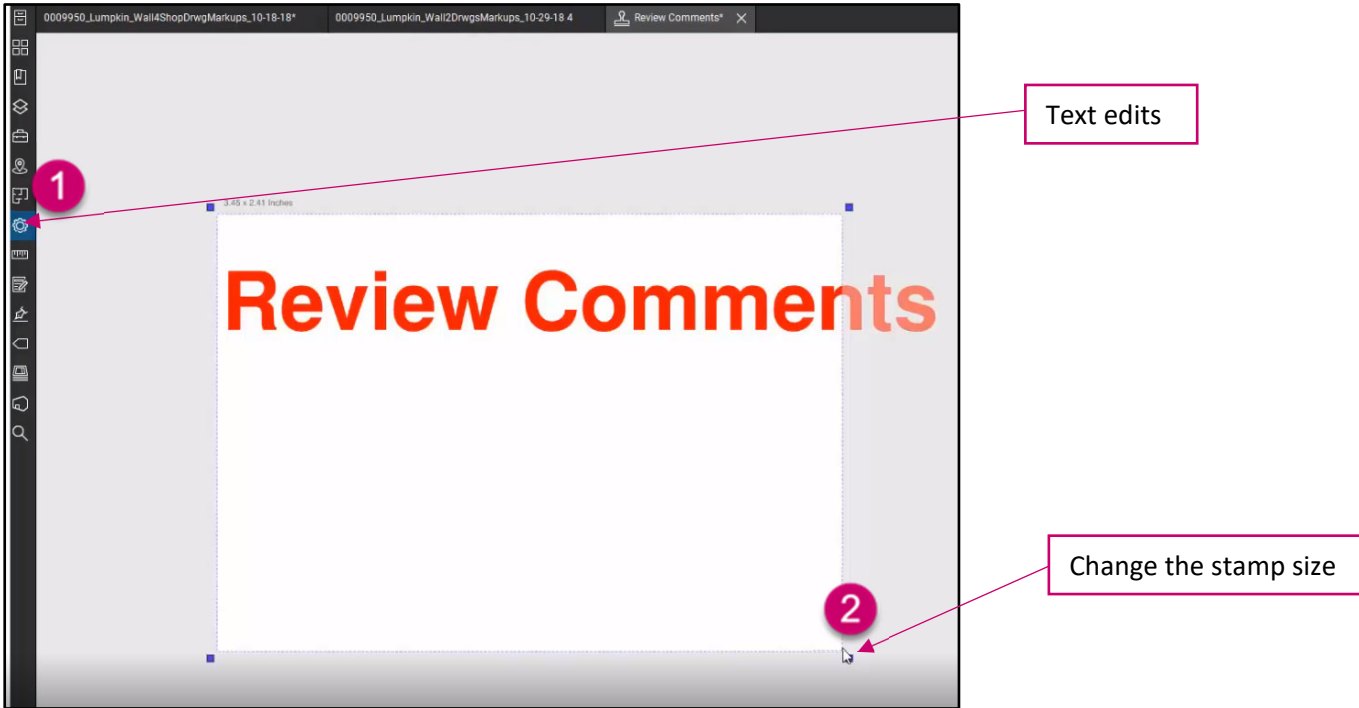


1. Enter a name for the custom stamp.
2. Choose the desired template, size, and appearance.
3. Set the desired font and stamp border color.
4. Once the correct settings are enabled, select OK.

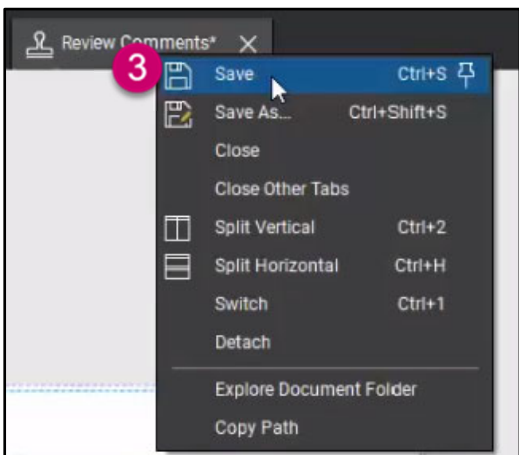
This will again open a new tab in the interface where the stamp can be edited:

1. The size of the stamp can easily be adjusted by clicking and dragging the corners.
2. The text is edited by selecting the textbox and navigating to the Properties icon. See the “General Markup Tools” PDF go-by for a more in-depth description of editing a textbox.

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- Once the stamp is correctly edited, save it by right-clicking on the stamp name and selecting Save:

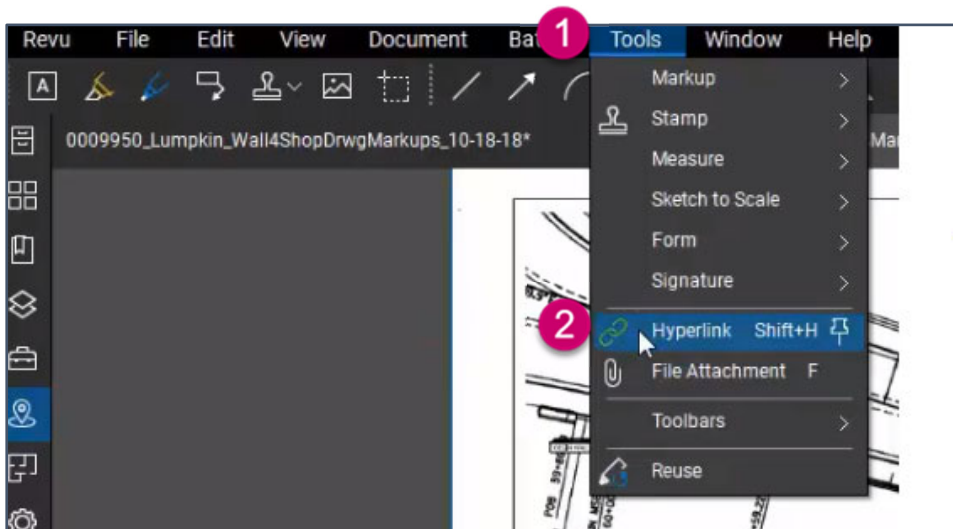


- Now, the stamp is saved to the Bluebeam tools. To apply the stamp to a document, exit out of the edit window and navigate back to Tools → Stamp. Select the stamp and click and drag the area on the drawing where you wish to apply it.

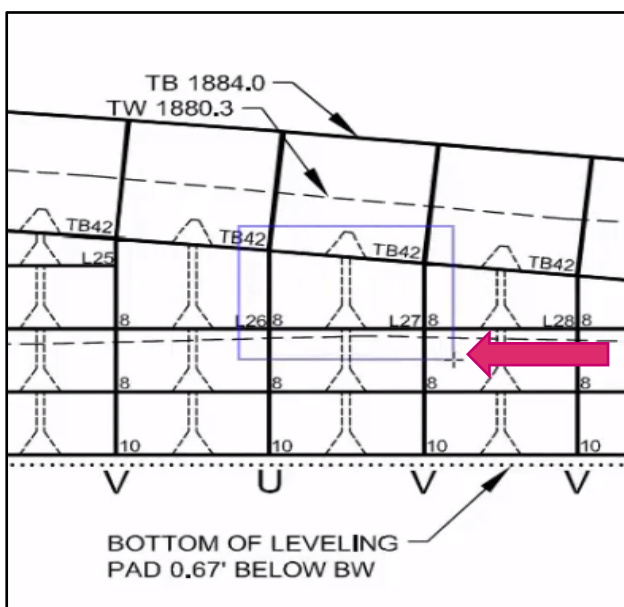
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Hyperlink Tool

Hyperlinks are used to add additional documents or attachments from ProjectWise to support redlines. Additionally, hyperlinks can be used to jump to other locations in a drawing set. The hyperlink tool is found directly under the Tools dropdown:

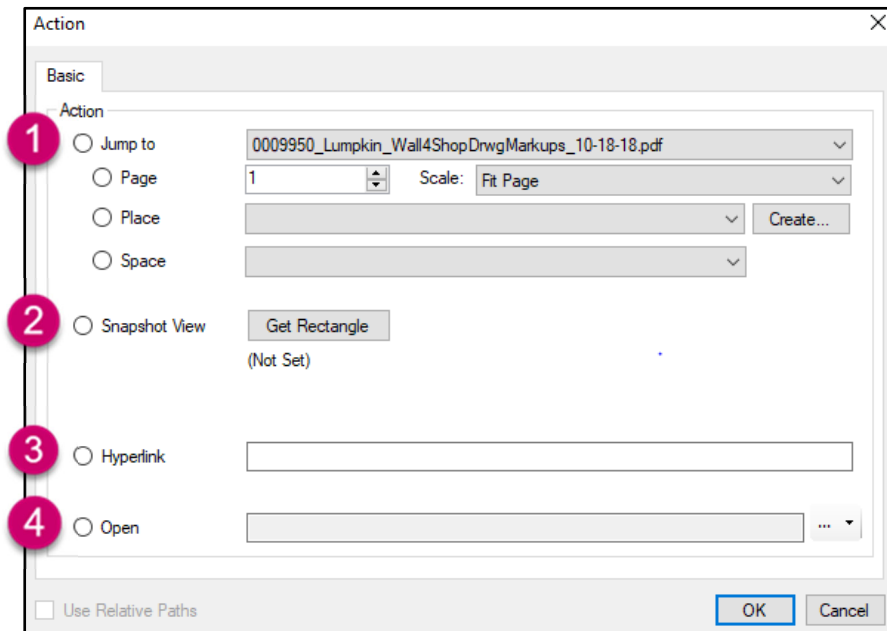


When the tool is selected, a cursor will appear that can be applied to a document by clicking and dragging an area on the document:




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When the cursor is released, the hyperlink action box appears:

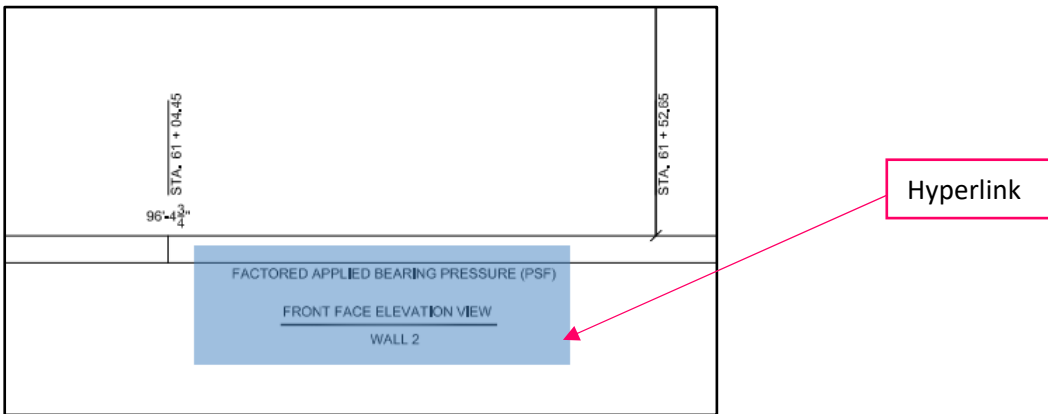


Four hyperlink options are provided:

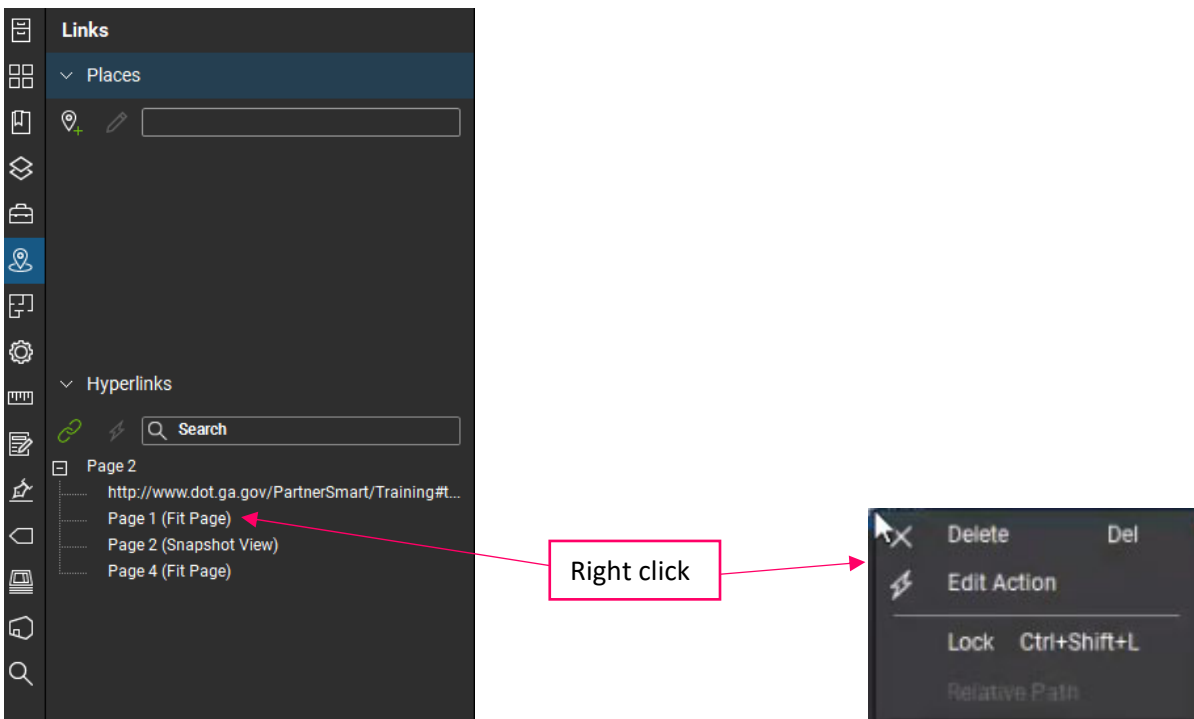
1. **Jump to:** this hyperlink option includes several options to jump to a page, place, or space in the document. A page number can be typed into the text entry box or selected using the up/down arrows. The scale can be set to either fit page, actual size, fit width, or inherit the zoom of the existing page.
2. **Snapshot View:** this hyperlink option navigates to a specific location, or snapshot in the document. Select “Get Rectangle” to highlight a rectangular area of interest that will be connected to the hyperlink.
3. **Hyperlink (URL):** this hyperlink requires a URL to be typed into the text entry box. When the hyperlink is selected, the URL will open in a separate tab in the interface.
4. **Open (document):** the last hyperlink option links a separate file to the hyperlinked area. Select the  button to navigate to the file you wish to link.

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Once the correct hyperlink options are enabled, select the OK button to apply the hyperlink to the document:



Press 'Esc' on your keyboard to exit the tool. The full list of hyperlinks can be viewed under the Links icon on the left panel bar:

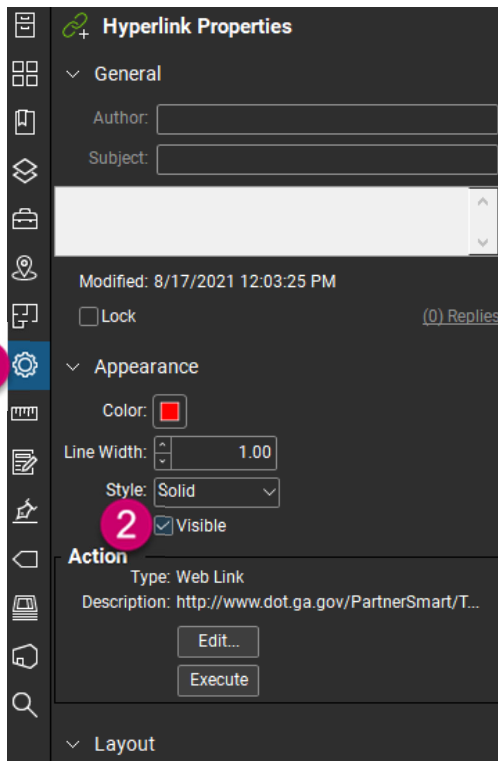


Right-clicking on a hyperlink provides options to delete, edit, or lock the hyperlink.

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By default, hyperlinks are not visible on a document. They can be made visible by selecting one of interest and:

1. Navigating to the Properties icon
2. Check the “Visible” option that will add a border to the hyperlink:



Additionally, the color, width, and style of the border can be edited here.